

## **RIGHT OF WAY PERMIT INFORMATIONAL HANDOUT**



### **What is the “Right-of-Way”?**

Right-of-Way is City property designated for use by the general public. This property is typically used for roads, sidewalks, bike lanes, alleys and utilities. The actual right-of-way is often wider than the paved or improved portion of the roadway.

### **When is a Right-of-Way Permit required?**

A permit is required for all construction within the public right-of-way. Additionally, permits are required to locate structures in the right-of-way or to use the right-of-way for special events or activities. Generally, permits are required for the following if located in the right-of-way:

- Construction or utility work
- Placement of fences, retaining walls, terracing or similar structures
- Any obstruction of the right-of-way
- Planting, pruning or the removal of trees
- Special events

### **How far in advance should application be made?**

Applications for permits must be submitted at least 30 working days prior to the desired start date of work. Once approved, the permit will be valid for 180 days from the date of issuance.

### **What information should be submitted with a Right-of-Way application?**

Please refer to the City of Lake Stevens “Right-of-Way Permit Checklist” on the reverse side of this handout. For additional assistance please call the Public Works Department at (425) 377-3235.

### **What is the process for obtaining Right-of-Way Permit approval?**

Upon receipt of a complete application submittal, the City will review the plans and specifications for conformance with the appropriate standards and regulations. It is recommended that plans for right-of-way improvements be submitted for review in conjunction with other City applications for construction or land use. This will provide for a concurrent review of the proposed development activities.

### **What happens after review?**

During the review it may be determined that certain conditions should be imposed to protect public health, safety and welfare, to mitigate the impacts resulting from the right-of-way use or to address potential conflicts with future improvements in the area. These conditions will be noted on the approved plans and/or the permit granted by the City.

### **Will inspections be required?**

Work in the City of Lake Stevens is required to conform to the adopted standards and the approved plans. To verify that work is being performed and completed as approved, it is therefore subject to inspection by the City.

### **What fees can I expect?**

Review and Inspection fees are based on the current Fees Resolution adopted by the City of Lake Stevens. Generally, projects will be charged the minimum plan review and inspection fee, this will include permit processing, permit review, inspection and final inspection. Projects of a significant scope may require additional review, processing and inspection fees. The City also charges an additional fee per linear foot for asphalt cuts.

### **Are lane or road closures allowed?**

Some construction and Right-of-Way projects may require a temporary lane or road closure. The applicant will have to provide a detailed Traffic Control and Detour Plan with the application. The City will review requests for this on a case by case basis. If a closure is granted, the City requires the applicant to provide the public and certain agencies with advance notification. The Public Works Department will provide the applicant with the necessary forms and affidavits to complete this process.

### **What are the General Terms and Conditions of a Right-of-Way Permit?**

The full General Terms and Conditions can be found on the reverse side of the Right-of-Way Permit Application. For further assistance you may call the Public Works Department at (425) 377-3235.



## CONSTRUCTION RIGHT-OF-WAY CHECKLIST

The following information is typically needed in order to submit an application for review, the application fee is due at time of submittal. All submittal items must be legible, no pencil drawings will be accepted. Please call the Public Works Department at (425) 377-3235 with any questions about your application.

- City of Lake Stevens Right-of-Way Permit Application**
  - Completed in full
  
- Submittal Fee:** Minimum fee for plan review and inspection (refer to the current Fees Resolution) is required to be paid in full at the time of application. A Right-of-Way Permit will not be reviewed until fees have been paid in full.
  
- Site Plan/Construction Drawing:** Two (2) copies drawn to an engineering scale, such as 1" = 20'. The site plan is a graphical representation of your total proposal as seen from above. Engineered drawings will be required for projects which include curb, gutter, sidewalk, street widening and storm drainage systems and must include the following:
  - Name, address, and phone number of the person who prepared the drawing
  - Graphic scale and north arrow
  - Location of existing and proposed streets, easements, driveways, and utilities. Include driveways on adjacent property and adjacent streets
  - Location of existing and proposed street lighting, power, gas, telecommunications, paving, drainage or any other utility improvements, where applicable
  - Specific cross section(s) of the street, and showing all dimensions from centerline to proposed improvements above and below ground
  - Details and dimensions of all trenches, show the number, type and location of each conduit or pipe.
  - Include all other details, which describe the project
  - Location of all proposed and existing water mains, valves and fire hydrants
  - Frontage improvements for curb, gutter, sidewalk, access drive, drainage facilities and street trees
  - Existing drainage facilities including catch basins
  
- Traffic Control Plan:** Required for all permit applications with work sites on arterial roads, significant scopes of work, or where the drivable surface is less than 22 feet. Submit two (2) copies, if applicable.
  
- Agency and Local Resident Notification:** Required for all construction and Right-of-Way projects that require temporary lane or road closures. The Agency Notification form and an Affidavit of Notice must be completed and returned to the Public Works Department 14 days prior to the approved construction start date of the issued Right-of-Way Permit.
  
- Proof of License, Bonding and/or Insurance:** For any work in the public right-of-way, public liability insurance is required. All contractors and/or individuals not working for a franchised utility company must provide a certificate of liability insurance naming the City of Lake Stevens as *additional insured*.
  
- Additional Items that may be required include, but are not limited to:**
  - Engineered Civil Plans
  - Drainage and Erosion Control Plan
  - Grading and Clearing Permit